

Proofed By _____

DPCA REGIONAL MARKETING

PRINTING REQUEST

Est. Attendance

Est. Revenue
(minus market, cost, etc.)

Mgr. Init.

Div. Chiefs Init.

Printing requests requiring one color, camera-ready, printer's stock, no bindery are due to Marketing at least 8 working days prior to the date needed. If bindery, two colors, etc., is required, please allow 21 working days. Thank you for your cooperation

Name of Event/Program	Contact Person	Phone	Date Sub.	Date Needed
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Printer: ☐ Mkt. Offset ☐ Mkt. Copier ☐ DOIM (sent on) ☐ Off-Post (sent on)

Finished Quantity	No. of Originals	Size	Color Stock
		Stock Type	Color Ink

☐ Cut ☐ Folded ☐ Stapled ☐ Collated ☐ Two Sided
☐ Two Colors ☐ Padded ☐ Remarks

Distribution Guide For Flyers, Brochures

Marketing distributes to these areas when requested. _____ VIP Packets (100)
 _____ PX Display (75)
 _____ Marketing Office (25)
 _____ TOTAL

Mark which areas you are going to distribute to. _____ Your Activity ()
 _____ A, B, C, D Distribution (480)
 _____ ACS Welcome Packets (500/mo.)
 _____ DPCA Facilities (50+)
 _____ MAMC (25)
 _____ Other
 _____ Total

_____ **TOTAL QUANTITY NEEDED**

Date Completed	Date Call Made for Pickup	By	Total Hours	Cost
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Received & Approved By _____

Date _____